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26 November 1957

Chief, Management Staff
Chief, O&M Staff, DD/P Area
O&M Lecture Series

1. In connection with that statement in the regulations which provides that the Management Staff shall conduct research on management techniques and develop and disseminate information throughout the Agency, this is a proposal to provide high level management thinking to key executives.

2. What is proposed here is that monthly luncheons be established for the purpose of inviting outstanding lecturers to speak on unclassified management topics of interest to a very select group of Agency executives, Grade 16 and above. The lectures could be conducted at the Occidental dining room or some such establishment. They would be presided over by the DD/S or the Chief, Management Staff. The following list of topics is suggested:

- a. Organization as a Technical Problem - Speaker, John D. Millet, author of "Management in the Public Service"
- b. Administration as a Science in the Years to Come - Speaker, Peter F. Drucker, Management Consultant; author of numerous books and of a series of articles recently published in Harpers magazine
- c. Utilization of Key Staff Employees - Speaker, Charles McCormick, originator of Multiple Management; author of many books; President of McCormick Tea, Schilling Tea; Board of Directors, American University, Baltimore Colts, etc.
- d. Responsibilities of Leadership - Speaker, Ordway Tead, author of the book "Art of Leadership"
- e. Vital Techniques of Personnel Management - Speaker, Herbert A. Simon, author of "Administrative Behavior"; authority in the field of personnel relationships
- f. Values of Management and the Quest for Executive Performance, - Speaker, Luther H. Gulick, author of papers on the science of administration; formerly, administrative assistant to Mayor Robert F. Wagner of New York

3. This is not my idea. It stems more from a discussion you and I had sometime ago. I thought that it might be helpful to record some suggested topics and speakers as a step toward actual implementation of Management Staff luncheon series.

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